



CALIFORNIA'S INVESTMENT & FINANCING AUTHORITY - ESTABLISHED 1913

LIMITED OFFERING EXEMPTION NOTICE
Online Filing User Guide for Issuer's Representative
Corporations Code Section 25102(f)

As a Pilot Project with

Statewide eGovernment Initiatives Office



Designed and Built by

Telecommand Software and Services

TELECOMMAND

Revision History

Date	Version	Description	Authors
7/22/03	1.0	LOEN User Guide for Law Firms (During Test)	Theresa Finger, Michelle LaRue, Rathin Raval
7/29/03	2.0	LOEN User Guide for Issuer's Representative	Theresa Finger, Michelle LaRue, Rathin Raval
8/15/03	3.0	Updated the instructions to provide a better understanding of the Additional Financial Detail field.	Colleen Monahan, Theresa Finger, Michelle LaRue
9/3/03	4.0	Updated screen shots and added pg. 36	Michelle LaRue, Theresa Finger
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LOEN User Guide for Issuer's Representative

1. Issuer's Representative (Law Firm) Supervisor Profile Management

Welcome to the Department of Corporations' Online Filing System for the Limited Offering Exemption Notice (LOEN).

This user guide is designed for those filing on behalf of the issuers of the securities. The LOEN Online Filing System has been designed to allow firms to file 25102(f) notices with minimal data entry once a user profile is created.

The first step is to create a profile for the issuer's representative (law firm, accounting firm, etc.) and its contact person.

Location of LOEN Online Filing System: <https://web.corp.ca.gov/loenapp/login.jsp>

Begin by selecting:

"If you do not have a User ID and Password click here"

Otherwise, enter your user ID and password and go to Section 3 of this guide.

The screenshot shows a web browser window displaying the LOEN Online Filing System login page. The browser's address bar shows the URL: <https://test.corp.ca.gov/loenapp/login.jsp>. The page features a "Welcome to California" banner at the top. Below the banner, there is a sidebar with links: "Corporations Home", "eBusiness Center Home", "HELP DESK", "Corporations Code", "Rules affected by LOEN", "Guidelines", "State Portal Knowledge Base", and "LOEN Home". The main content area is titled "LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102(f)". It includes a "Login" section with input fields for "User ID" and "Password", and a "Submit" button. Below the login fields, there are links for "If you do not have a User ID and Password click here" and "If you forgot your Password click here". At the bottom of the page, there is a "Back to Top of Page" link and a copyright notice: "© 2000 State of California, Clay Davis, Governor. CodeBook of Use. Privacy Policy".

LOEN User Guide for Issuer's Representative

As the law firm, securities broker, accounting firm, etc., select the radio button:

O An Issuer's Representative

The screenshot shows a web browser window with the address bar displaying "Back" and "Forward" buttons. The page title is "California Home" and the date is "Wednesday, July 23, 2003". The main content area is titled "LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102(f)". Below this title is a red bar with the text "Specify the Type of User". There are two radio buttons: "The Issuer" and "An Issuer's Representative". The "An Issuer's Representative" radio button is selected. Below the radio buttons, there is a text box for the user to enter their information. The left sidebar contains links to "Corporations Home", "eBusiness Center Home", "HELP DESK", "Corporations Code", "Rules affected by LOEN", "Guidelines", "State Portal Knowledge Base", and "LOEN Home". At the bottom of the page, there is a "Back to Top of Page" link and a copyright notice: "© 2000 State of California. Gray Davis, Governor. Conditions of Use Privacy Policy".

California Home Wednesday, July 23, 2003

Welcome to **California**

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[Corporations Code](#)
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**LIMITED OFFERING EXEMPTION NOTICE
CORPORATIONS CODE SECTION 25102(f)**

Specify the Type of User

☐ **The Issuer**
(Select "The Issuer" if you are a business entity filing the limited offering exemption notice)

☒ **An Issuer's Representative**
(Select "An Issuer's Representative" if you are the representative, e.g., law firm, securities broker, accounting firm, etc filing the limited offering exemption notice)

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LOEN User Guide for Issuer's Representative

Select the radio button that applies. If you are a staff person, please go to Section 2. As a manager, you will be asked for the following items during the initial set up of your company profile.

1. Your company's federal employer identification number (FEIN)
2. The profile name you would like your staff to use in preparing the online filings.
3. Your own username and password for future access to this system.
4. The credit card number and 3-digit code that will be used to pay for the filings.
5. A 4-digit personal identification number (PIN) that will be given to your staff to allow them to prepare and pay for the filing online. The use of the PIN is necessary so only you, as the manager, will have access to your firm's credit card number.

If you are the manager, select:

O Manager

The screenshot shows a web browser window with the address bar displaying "California Home" and the date "Wednesday, July 23, 2003". The page features a "Welcome to California" banner with a scenic image. On the left, a sidebar contains links: "Corporations Home", "eBusiness Center Home", "HELP DESK", "Corporations Code", "Rules affected by LOEN", "Guidelines", "State Portal Knowledge Base", and "LOEN Home". The main content area is titled "LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102(f)". Below this, a red bar reads "Specify the Role". The text explains that a manager must first set up the firm's profile and that staff can create individual profiles after. Two radio buttons are presented: "Manager (responsible for creating profile and authorizing usage)" and "Staff (associates, paralegals or other authorized persons)". A "Back to Top of Page" link is located below the radio buttons. At the bottom, a copyright notice states "© 2000 State of California. Gray Davis, Governor. Conditions of Use Privacy Policy".

The following screen displays:

LOEN User Guide for Issuer's Representative

File Edit View Favorites Tools Help Back Search Favorites History Links Dogpile LexisNexis CIS Login SRDLE Google CRD

Address <http://test.corp.ca.gov/loenapp/LoenController>

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LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102(f)

Firm's (Issuer's Representative) Information

* Entity Name	<input type="text"/>
* Entity Type	Corporation
* Federal Employer Identification Number (FEIN)	<input type="text"/>
* Re-enter FEIN for verification	<input type="text"/>

Street Address

* Address Line1	<input type="text"/>
Address Line2	<input type="text"/>
* City	<input type="text"/>
* State	CA
* Zip	<input type="text"/>
Zip4	<input type="text"/>
Business Web site	<input type="text"/>
* Phone	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Area Code	Phone(xxxx) Phone(xxxx) Ext
Fax	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Area Code	Fax(xxxx) Fax(xxxx)

Contact Person

* First Name	<input type="text"/>
Middle Name	<input type="text"/>
* Last Name	<input type="text"/>
Title	<input type="text"/>
Email Address	<input type="text"/>
* Phone	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Area Code	Phone(xxxx) Phone(xxxx) Ext
Fax	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Area Code	Fax(xxxx) Fax(xxxx)

Additional Details

* Select a Profile Name	<input type="text"/>
(A "Profile Name" is a unique name selected by a firm and used by staff to identify the firm when creating staff profiles. Remember to provide your Profile Name to your staff so that they may access the system.)	
Check here if you want to require your staff to provide your internal client billing number for every client/issuer..	<input type="checkbox"/>
* Every issuer (other than a California Corporation) filing this notice must file a consent to service of process upon the California Corporations Commissioner, and provide a name and address where the notice of the service and a copy of the process should be sent. Please provide the information on where to send these documents for your clients:	To this firm
<input type="button" value="Save"/>	
* = required fields	

* Securities * Franchises * Off-Exchange Commodities * Investment and Financial Services *
* Independent Escrows * Consumer and Commercial Finance Lending * Residential Mortgage Lending *

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Done Internet

All fields marked with a red asterisk (*) are mandatory. Complete all required fields. An explanation of certain fields can be found on the following page. Select the "Save" button when complete.

Additional Details

♦ Profile Name

The "Profile Name" is the short name that will be used by the staff in your firm to file notices online.

♦ Check here if you want to require your staff to provide your internal client billing number for every client/issuer.

USE OF CLIENT BILLING NUMBER – This feature allows you to track the filings by client made online for internal billing purpose. After completing a notice, an accounting report will be available to the managers of your firm that will list the filing made, your billing number for that client, and the completed filing transaction number if the filing has been paid and filed with the Department of Corporations.

♦ Every issuer (other than a California Corporation) filing this notice must file a consent to service of process upon the California Corporations Commissioner, and provide a name and address where the notice of the service and a copy of the process should be sent. Please provide the information on where to send these documents for your clients.

Your options are as follows:

- To this firm
- To the issuer/client
- To be determined on a client-by-client basis

This determines how the database will complete the consent to service of process. Please be careful what you select. This option will determine who will receive notice that the California Corporations Commissioner was served with a lawsuit against your client. The manager can change the option at any time.

LOEN User Guide for Issuer's Representative

This screenshot shows the 'Credit Card Information' form in the LOEN system. The browser window is titled 'Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer'. The address bar shows 'http://test.corp.ca.gov/loenapp/LoenController'. The page features a 'California Home' banner with a 'Welcome to California' message and a 'HOLLYWOOD' sign. A left sidebar contains links: 'Corporations Home', 'eBusiness Center Home', 'HELP DESK', 'Corporations Code', 'Rules', 'Guidelines', 'State Portal Knowledge Base', and 'LOEN Home'. The main content area is titled 'LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102(f)'. Below this is a red header 'Credit Card Information'. The form prompts the user to 'Please provide the credit card information that will be used for all filings made by this firm'. It includes fields for 'Credit Card Number' (four separate boxes), 'Credit Card Type' (a dropdown menu with 'MC' selected), 'Expiration Date' (with a hint 'e.g. 03/05'), '3 Digit Security Code' (with a hint 'at the end of the credit card number as it appears at the back of your Credit Card'), and 'Name as it appears on the Credit Card'. A 'Submit' button is at the bottom. A red asterisk indicates required fields. At the bottom of the page, there is a list of services: '* Securities * Franchises * Off-Exchange Commodities * Investment and Financial Services *' and '* Independent Escrows * Consumer and Commercial Finance Lending * Residential Mortgage Lending *'. A 'Back to Top of Page' link is also present.

California Home
Welcome to California
HOLLYWOOD

Corporations Home
eBusiness Center Home
HELP DESK
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Rules
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**LIMITED OFFERING EXEMPTION NOTICE
CORPORATIONS CODE SECTION 25102(f)**

Credit Card Information

Please provide the credit card information that will be used for all filings made by this firm

* Credit Card Number

* Credit Card Type

* Expiration Date e.g. 03/05

* 3 Digit Security Code at the end of the credit card number as it appears at the back of your Credit Card

* Name as it appears on the Credit Card

* = required fields

* Securities * Franchises * Off-Exchange Commodities * Investment and Financial Services *
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Enter all the information as prompted above, then select “Submit.” The system allows the manager to enter the credit card number, which will be used to pay for all filings, without having to disclose the credit card number to staff. Instead, the manager will choose and provide staff with a 4-digit PIN.

This screenshot shows the 'Selection of PIN Number' form in the LOEN system. The browser window is titled 'Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer'. The address bar shows 'http://test.corp.ca.gov/loenapp/LoenController'. The page features a 'California Home' banner with a 'Welcome to California' message and a 'HOLLYWOOD' sign. A left sidebar contains links: 'Corporations Home', 'eBusiness Center Home', 'HELP DESK', 'Corporations Code', 'Rules', 'Guidelines', 'State Portal Knowledge Base', and 'LOEN Home'. The main content area is titled 'LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102(f)'. Below this is a red header 'Selection of PIN Number'. The form prompts the user to 'Please select a 4-digit PIN number'. It includes a field for 'Pin Number' and a 'Submit' button. A red asterisk indicates required fields. At the bottom of the page, there is a list of services: '* Securities * Franchises * Off-Exchange Commodities * Investment and Financial Services *' and '* Independent Escrows * Consumer and Commercial Finance Lending * Residential Mortgage Lending *'. A 'Back to Top of Page' link is also present.

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**LIMITED OFFERING EXEMPTION NOTICE
CORPORATIONS CODE SECTION 25102(f)**

Selection of PIN Number

Please select a 4-digit PIN number

(Remember your PIN number: this PIN number will be required for the manager or staff to pay the associated fees with the credit card information provided.)

* Pin Number

* = required fields

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LOEN User Guide for Issuer's Representative

Choose a 4-digit PIN for your firm. You or your staff will need this PIN to pay the associated fees with the LOEN filings. Note: The staff will not have access to this credit card information. They will only need the PIN to authorize payment.

The screenshot shows the 'Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510' page. The browser address bar shows 'http://test.corp.ca.gov/loenapp/LoenController'. The page features a 'California Home' banner with a 'Welcome to California' message and a 'HOLLYWOOD' sign. A left sidebar contains links: 'Corporations Home', 'eBusiness Center Home', 'HELP DESK', 'Corporations Code', 'Rules', 'Guidelines', 'State Portal Knowledge Base', and 'LOEN Home'. The main content area is titled 'LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 2510(f)'. Below this is a red 'Register' header. The text states: 'You must create a User ID and Password to use the Online Limited Offering Exemption Notice(LOEN) System.' It then provides instructions: 'Your User ID and Password each must be a minimum of 6 and a maximum of 15 alphanumeric characters. The User ID and Password fields are case-sensitive. You must also select a hint question and provide a hint answer. The hint question and answer are needed to retrieve a forgotten password.' The registration form includes fields for 'User ID', 'Password', 'Confirm Password', 'Hint Question' (with a dropdown menu showing 'What is your favorite sport?'), and 'Hint Answer'. A 'Submit' button is at the bottom. A red asterisk indicates required fields. At the bottom of the page, there are links for 'Back to Top of Page' and a footer with '2003 State of California, Gray Davis, Governor. Conditions of Use Privacy Policy Disclaimer Customer Survey'.

Choose your username and password. Each should be a minimum of 6 and a maximum of 15 alphanumeric characters.

The screenshot shows the 'Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510' page. The browser address bar shows 'http://test.corp.ca.gov/loenapp/LoenController'. The page features a 'California Home' banner with a 'Welcome to California' message and a 'HOLLYWOOD' sign. A left sidebar contains links: 'Corporations Home', 'eBusiness Center Home', 'HELP DESK', 'Corporations Code', 'Rules', 'Guidelines', 'State Portal Knowledge Base', and 'LOEN Home'. The main content area is titled 'LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 2510(f)'. Below this is a red 'Login' header. The text states: 'Congratulations! You have successfully created your user profile. You may proceed to login.' The login form includes fields for 'User ID' and 'Password', and a 'Submit' button. Below the form, there are links: 'If you do not have a User ID and Password click here' and 'If you forgot your Password click here'. At the bottom of the page, there are links for 'Back to Top of Page' and a footer with '2003 State of California, Gray Davis, Governor. Conditions of Use Privacy Policy Disclaimer Customer Survey'.

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Your user firm and personal profile has been set up.

1.1 Staff Paralegal / Associate Profile Management

Once the “Manager” has established the Firm’s profile, staff are now ready to create their own unique User Name and Password that will be used by them to file LOENs online.

Begin by selecting:

“If you do not have a User ID and Password [click here](#)”

The screenshot shows a web browser window titled "Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer". The address bar shows "http://test.corp.ca.gov/loenapp/login.jsp". The page features a "California Home" banner with a "Welcome to California" message and a "HOLLYWOOD" sign. A sidebar on the left contains links: "Corporations Home", "eBusiness Center Home", "HELP DESK", "Corporations Code", "Rules", "Guidelines", "State Portal Knowledge Base", and "LOEN Home". The main content area is titled "LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102(f)" and includes a "Login" section with fields for "User ID" and "Password", a "Submit" button, and links for "If you do not have a User ID and Password [click here](#)" and "If you forgot your Password [click here](#)". A search bar is also present. At the bottom, there is a footer with a "Back to Top of Page" link and a copyright notice: "2003 State of California, Gray Davis, Governor. [Conditions of Use](#) [Privacy Policy](#) [Disclaimer](#) [Customer Survey](#)".

LOEN User Guide for Issuer's Representative

You should see following page:

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

Address <http://test.corp.ca.gov/loenapp/setuphome.jsp>

Monday, September 22, 2003

Welcome to **California**

**LIMITED OFFERING EXEMPTION NOTICE
CORPORATIONS CODE SECTION 25102(f)**

Specify the Type of User

☐ **The Issuer**
(Select "The Issuer" if you are a business entity filing the limited offering exemption notice)

☐ **An Issuer's Representative**
(Select "An Issuer's Representative" if you are the representative, e.g., law firm, securities broker, accounting firm, etc filing the limited offering exemption notice)

* Securities * Franchises * Off-Exchange Commodities * Investment and Financial Services *
* Independent Escrows * Consumer and Commercial Finance Lending * Residential Mortgage Lending *

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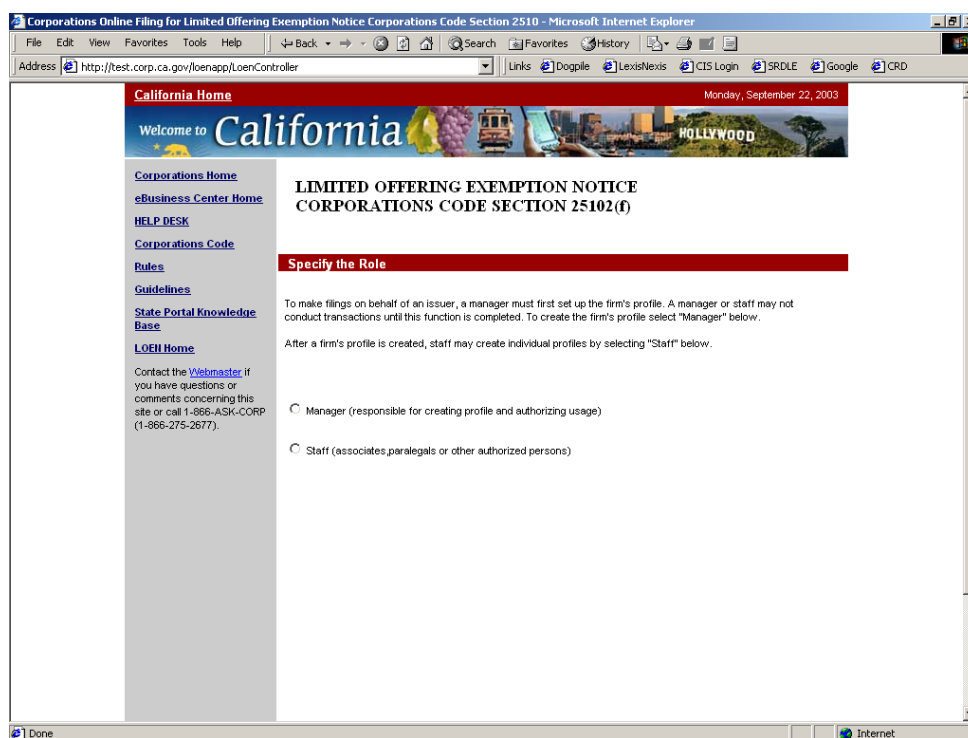
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Select:

O An Issuer's Representative

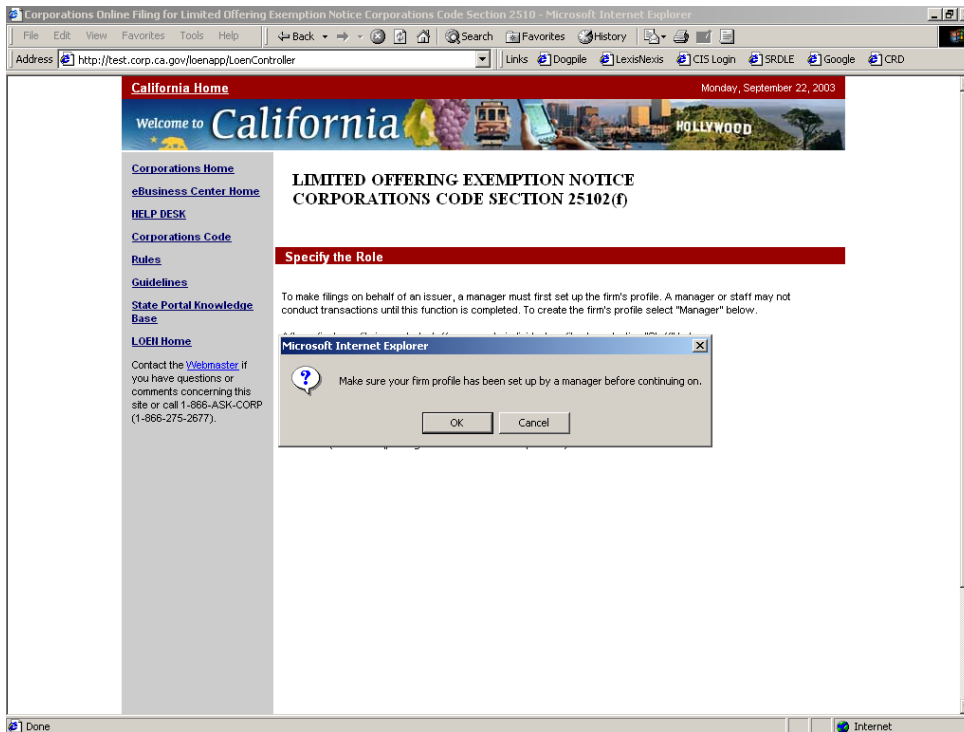
LOEN User Guide for Issuer's Representative

Select 'Staff':



LOEN User Guide for Issuer's Representative

Staff will be prompted to make sure a manager has set up your firm's profile before continuing on. See Section 1.2 of this Guide for manager profile set up.



Click either OK or Cancel to continue. There is no difference in the functionality.

LOEN User Guide for Issuer's Representative

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

Address: http://test.corp.ca.gov/loenapp/LoenController

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LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102(f)

Law Firms Details

Law Firms Details

* Profile Name

* Pin Number

Personal Details

* First Name

Middle Name

* Last Name

Person Title

Email Address

Contact Details

* Phone

Area Code Phone(xxx) Phone(xxxx) Ext

Fax

Area Code Fax(xxx) Fax(xxxx)

* = required fields

Enter all information as prompted in the above page(s) and click the 'Save' button at the bottom of the page. You need to contact your manager for the Profile Name and PIN Number to create your Personal Details.

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

Address: http://test.corp.ca.gov/loenapp/LoenController

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LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102(f)

Register

You must create a User ID and Password to use the Online Limited Offering Exemption Notice(LOEN) System.

Your User ID and Password each must be a minimum of 6 and a maximum of 15 alphanumeric characters. The User ID and Password fields are case-sensitive. You must also select a hint question and provide a hint answer. The hint question and answer are needed to retrieve a forgotten password.

* User ID

* Password

* Confirm Password

* Hint Question

* Hint Answer

* = required fields

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LOEN User Guide for Issuer's Representative

Choose your username and password. Each should be a minimum of 6 and a maximum of 15 alphanumeric characters.

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

Address <http://test.corp.ca.gov/loenapp/LoenController>

Welcome to **California**

**LIMITED OFFERING EXEMPTION NOTICE
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Login

Congratulations! You have successfully created your user profile. You may proceed to login.

User ID

Password

If you do not have a User ID and Password [click here](#)

If you forgot your Password [click here](#)

* Securities * Franchises * Off-Exchange Commodities * Investment and Financial Services *
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Paralegal has been registered.

LOEN User Guide for Issuer's Representative

1.2 LOEN Login and Setting Up Client Details

Once user names and passwords are obtained, managers and staff may begin to file LOENs on behalf of the issuers of securities.

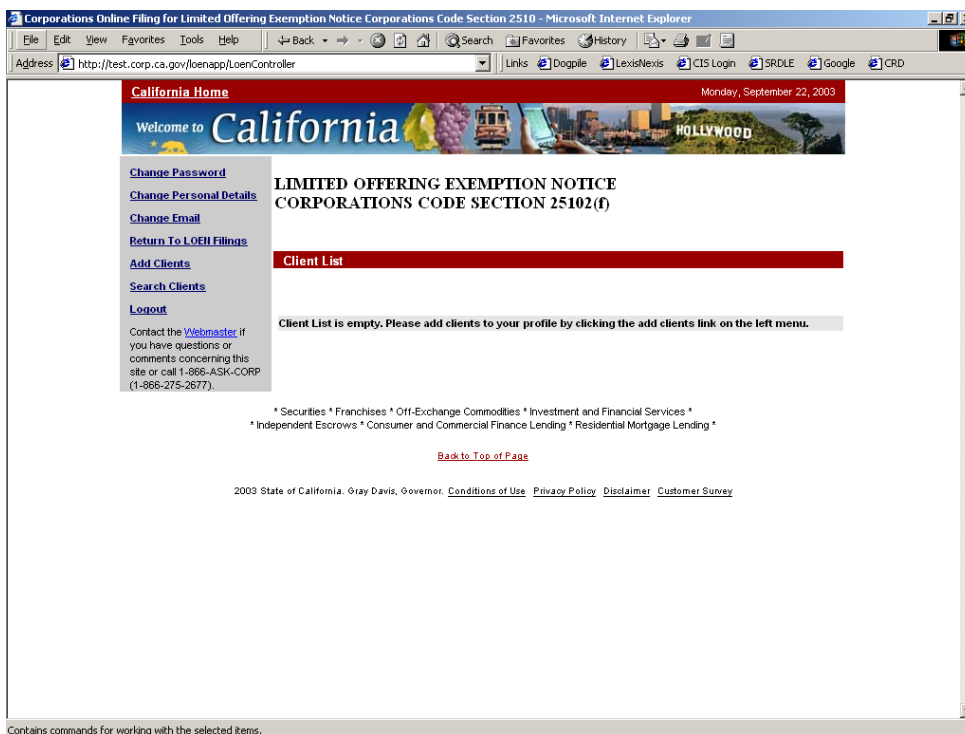
Enter your User Name and Password in the designated fields and click 'Submit'.

The screenshot shows a web browser window titled "Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer". The address bar shows "http://test.corp.ca.gov/loenapp/login.jsp". The page features a "California Home" banner with a "Welcome to California" message and a "HOLLYWOOD" sign. Below the banner, there is a "LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102(f)" section. A "Login" button is visible. The login form includes fields for "User ID" and "Password", and a "Submit" button. Below the form, there are links for "click here" if the user does not have a User ID and Password, and "click here" if they forgot their Password. The footer contains a "Back to Top of Page" link and a copyright notice for 2003 State of California, Gray Davis, Governor, with links to "Conditions of Use", "Privacy Policy", "Disclaimer", and "Customer Survey".

If you are successful, you should see the following page for filing 25102(f) or Rule 260.103 to allow you to begin setting up client information for the filing.

LOEN User Guide for Issuer's Representative

After you enter your user name and password, the following screen will display.



Select the link on the left called “Add Clients” to begin the filing. This will allow the LOEN database to store the client information for your future use. Then, select the client from the Client List and enter the securities data for the LOEN.

Or, if you have already set up the Client, select the link on the left called “Search Clients” to begin filing.

LOEN User Guide for Issuer's Representative

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

Address: http://test.corp.ca.gov/loenapp/LoenController?ACTION_ID=2034

Links: Dogpile, LexisNexis, CIS Login, SRDL, Google, CRD

Monday, September 22, 2003

Welcome to **California**

[Change Password](#)
[Change Personal Details](#)
[Change Email](#)
[Return To LOEN Filings](#)
[Add Clients](#)
[Search Clients](#)
[Logout](#)

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**LIMITED OFFERING EXEMPTION NOTICE
CORPORATIONS CODE SECTION 25102(f)**

Add Client

Is the issuer/client you are adding organized or incorporated within the United States?

☐ Yes
☐ No

* Securities * Franchises * Off-Exchange Commodities * Investment and Financial Services *
* Independent Escrows * Consumer and Commercial Finance Lending * Residential Mortgage Lending *

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Select the appropriate response and complete the issuer's profile information in the screens as illustrated on the following pages.

LOEN User Guide for Issuer's Representative

Welcome to **California**

[Change Password](#)
[Change Personal Details](#)
[Change Email](#)
[Return To LOEN Filings](#)
[Add Clients](#)
[Search Clients](#)
[Logout](#)

Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677).

LIMITED OFFERING EXEMPTION NOTICE
CORPORATIONS CODE SECTION 25102(f)

Issuer Details

* Name

* Entity Type

* Federal Employee Identification Number (FEIN)

* Please confirm Federal Employee Identification Number (FEIN)

* Issuer's State of Incorporation/Organization

Every Issuer (other than a California Corporation) must file a consent to service upon the California Corporations Commissioner and provide a name and address where the notice of the service and a copy of the process should be sent. Check here if you want these documents to be sent to the mailing address of the Issuer's Representative (i.e., the firm).

Check here if you want these documents to be sent to the Issuer's mailing address (if you do not check this box or the box above, you will be prompted for a different address). If the Issuer is a California Corporation, check this box so that you will not be prompted later for a different address.

* Please enter the internal e-filing number

Street Address

* Address Line1

Address Line2

* City

* State

* Zip

Zip4

Business URL

* Phone

Area Code Phone(xxx) Phone(xxxx) Ext

Fax

Area Code Fax(xxx) Fax(xxxx)

Mailing Address

☐ Click if mailing address is same as street address

* Address Line1

Address Line2

* City

* State

* Zip

Zip4

* Phone

Area Code Phone(xxx) Phone(xxxx) Ext

Fax

Area Code Fax(xxx) Fax(xxxx)

Contact Person Details

* First Name

Middle Name

* Last Name

Person Title

Email Address

☐ Click if contact person's address is same as street address

* Address Line1

Address Line2

* City

* State

* Zip

Zip4

* Phone

Area Code Phone(xxx) Phone(xxxx) Ext

Fax

Area Code Fax(xxx) Fax(xxxx)

Save

* = required fields

LOEN User Guide for Issuer's Representative

After completing the issuer details, a Client List will display as illustrated:

The screenshot displays the LOEN web application interface within a Microsoft Internet Explorer browser window. The browser's address bar shows the URL: <https://web.corp.ca.gov/loenapp/loenController>. The page header includes "Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer" and the date "Wednesday, October 8, 2003".

The main content area is titled "LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102(f)". Below this title is a section labeled "Client List". The "Client List" section contains a dropdown menu with the text "Client List" and "Issuer Example" selected. Below the dropdown is a "Continue" button. A note below the button states: "* = required fields".

On the left side of the page, there is a sidebar with various links: "Change Password", "Change PIN", "Change Profile Name", "Change Credit Card", "Add Clients", "Search Clients", "Delete Clients", "Change Personal Details", "Change Email", "Change Street Address", "Change Consent to Service of Process Preference", "Delete Associates/Paralegal", "Return To LOEN Filings", "Accounting Report", and "Logout". Below these links, there is a contact information block: "Contact the Webmaster if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677)".

At the bottom of the page, there is a footer with the text: "2003 State of California, Gray Davis, Governor. Conditions of Use Privacy Policy Disclaimer Customer Survey".

LOEN User Guide for Issuer's Representative

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Back Search Favorites History Links Dogpile LexisNexis CIS Login SRDLE Google CRD

Address <https://web.corp.ca.gov/loenapp/LoenController>

California Home Monday, October 27, 2003

Welcome to California HOLLYWOOD

[Change Password](#)
[Change PIN](#)
[Change Profile Name](#)
[Change Credit Card](#)
[Add Clients](#)
[Search Clients](#)
[Delete Clients](#)
[Change Personal Details](#)
[Change Email](#)
[Change Street Address](#)
[Change Consent to Service of Process Preference](#)
[Delete Associates/Paralegal](#)
[Return To LOEN Filings](#)
[Accounting Report](#)
[Logout](#)

Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677).

LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102(f)

Select Type of Filing

* Select the Type of Filing

☐ Section 25102(f)
☐ Rule 260.103

* = required fields

Helpful Resources

Click the following links for Section 25102(f) information

[Corporations Code Section 25102\(f\)](#)
[10 CCR section 260.102.12 \(Limited Offering Exemption Interpretations\)](#)
[10 CCR section 260.102.13 \(Limited Offering Exemption Excluded Purchases\)](#)
[10 CCR section 260.102.14 \(Limited Offering Exemption Notice Of Transaction\)](#)
[Release No. 67-C \(Limited Offering Exemption Corporations Code Section 25102\(f\)\)](#)
[Release No. 115C \(Commissioner Reduces Certain Notice Filing Fees for Businesses Under the Corporate Securities Law of 1968\)](#)

Click the following links for Rule 260.103 information

See Section 1.4 for details on how to file the 25102(f) online.
See Section 1.5 for details on how to file under Rule 260.103 online.

1.3 LOEN Filing – 25102(f)

All fields marked with a red asterisk (*) are mandatory. Also, a lot of information is already populated on the form as a result of the registration done earlier. If any of the firm's information, that is pre-populated, needs to be changed, please contact your manager.

- **Name or Title of Securities being Sold** - (Check all that apply)
- **Additional Financial Detail (Optional)** – This is an optional field that allows for an additional description of the securities sold in the transaction. The information submitted will appear on the form. This is for information that might otherwise have been included on the transmittal letters submitted with the LOEN.
- **Federal Exemption or Filing Under Securities Act of 1933 (if applicable)** – This is mandatory. If it does not apply, choose “None”.
- **Date of First Sale of Security** - This is an optional field to enter the date when the issuer offered the securities. Enter a valid date in the format as displayed or leave it blank.
- **Proposed Price of Securities in California** – This is mandatory. Enter amount in US Dollars
- **Total Offering Amount (Including California)** – This is mandatory. Enter amount in US Dollars
- **Non-cash Consideration in California and in Total** - Enter amount in US Dollars
- **Authorized Signatory Title** – Check this box to indicate that you are authorized to file the chosen form
- **Consent to Service of Process** – This item will NOT appear if the entity type is Corporation and State of Jurisdiction is California.

Total amounts and applicable fees are computed by system on the basis of amounts entered by the user.

LOEN User Guide for Issuer's Representative

After logging into LOEN's Online Filing System and setting up the Client Details (Section 1.3), or selecting from an existing Client List after using "Search Clients" list, you will be taken to the screen where you can select the radio button for the form 25102(f).

If a Client has already been added to the system, click the link "Search Clients" and enter the client name per the screen below.

The screenshot shows a web browser window titled "Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer". The address bar shows the URL: https://web.corp.ca.gov/loenapp/LoenController?ACTION_ID=2028. The page has a red header with "California Home" and a banner image with "Welcome to California" and "HOLLYWOOD". On the left, there is a sidebar with links: [Change Password](#), [Change PIN](#), [Change Profile Name](#), [Change Credit Card](#), [Add Clients](#), [Search Clients](#), [Delete Clients](#), [Change Personal Details](#), [Change Email](#), [Change Street Address](#), [Change Consent to Service of Process Preference](#), [Delete Associates/Paralegal](#), [Return To LOEN Filings](#), [Accounting Report](#), and [Logout](#). Below these links is a note: "Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677)". The main content area has a red header with "LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102(f)". Below this is a red button labeled "Search Clients". The form area has the text "Please provide the first few letters of the client name" and a text input field with "issuer" entered. Below the input field is a "Search" button. A gray bar at the bottom of the form area contains the text "* = required fields". At the bottom of the page, there is a footer with the text: "2003 State of California, Gray Davis, Governor. Conditions of Use Privacy Policy Disclaimer Customer Survey".

California Home

Welcome to **California**

**LIMITED OFFERING EXEMPTION NOTICE
CORPORATIONS CODE SECTION 25102(f)**

Search Clients

Please provide the first few letters of the client name

* Client Name (Please enter the first few letters)

* = required fields

* Securities * Franchises * Off-Exchange Commodities * Investment and Financial Services *
* Independent Escrows * Consumer and Commercial Finance Lending * Residential Mortgage Lending *

[Back to Top of Page](#)

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LOEN User Guide for Issuer's Representative

Once the client name displays, select the client and hit Continue.

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Back Search Favorites History Links Doogile LexisNexis CIS Login SRDLE Google CRD

Address https://web.corp.ca.gov/loenapp/LoenController

California Home Monday, October 27, 2003

Welcome to **California** HOLLYWOOD

[Change Password](#)
[Change PIN](#)
[Change Profile Name](#)
[Change Credit Card](#)
[Add Clients](#)
[Search Clients](#)
[Delete Clients](#)
[Change Personal Details](#)
[Change Email](#)
[Change Street Address](#)
[Change Consent to Service of Process Preference](#)
[Delete Associates/Paralegal](#)
[Return To LOEN Filings](#)
[Accounting Report](#)
[Logout](#)

Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677).

**LIMITED OFFERING EXEMPTION NOTICE
CORPORATIONS CODE SECTION 25102(f)**

Client List

* Client List Issuer Example

Continue

* = required fields

* Securities * Franchises * Off-Exchange Commodities * Investment and Financial Services *
* Independent Escrows * Consumer and Commercial Finance Lending * Residential Mortgage Lending *

[Back to Top of Page](#)

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Internet

LOEN User Guide for Issuer's Representative

If filing a LOEN under 25102(f), select the appropriate radio box.

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Back Search Favorites History Links Doogile LexisNexis CIS Login SRDLE Google CRD

Address https://web.corp.ca.gov/loenapp/LoenController

California Home Monday, October 27, 2003

Welcome to **California** HOLLYWOOD

[Change Password](#)
[Change PIN](#)
[Change Profile Name](#)
[Change Credit Card](#)
[Add Clients](#)
[Search Clients](#)
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[Change Email](#)
[Change Street Address](#)
[Change Consent to Service of Process Preference](#)
[Delete Associates/Paralegal](#)
[Return To LOEH Filings](#)
[Accounting Report](#)
[Logout](#)

Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677).

LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102(f)

Select Type of Filing

* Select the Type of Filing

☐ Section 25102(f)
☐ Rule 260.103

* = required fields

Helpful Resources

Click the following links for Section 25102(f) information

[Corporations Code Section 25102\(f\)](#)
[10 CCR section 260.102.12 \(Limited Offering Exemption Interpretations\)](#)
[10 CCR section 260.102.13 \(Limited Offering Exemption Excluded Purchases\)](#)
[10 CCR section 260.102.14 \(Limited Offering Exemption Notice Of Transaction\)](#)
[Release No. 67-C \(Limited Offering Exemption Corporations Code Section 25102\(f\)\)](#)
[Release No. 115C \(Commissioner Reduces Certain Notice Filing Fees for Businesses Under the Corporate Securities Law of 1968\)](#)

Click the following links for Rule 260.103 information

Done Internet

LOEN User Guide for Issuer's Representative

Since you have already selected the client, in this case “Coffee Shop” for illustration purposes, the following screen displays.

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Back Forward Stop Search Favorites History Links Dogpile LexisNexis CIS Login SRDL Google CRD

Address https://web.corp.ca.gov/loenapp/LoenController

California Home Monday, October 27, 2003

Welcome to California HOLLYWOOD

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[Change Profile Name](#)
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[Search Clients](#)
[Delete Clients](#)
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[Change Consent to Service of Process Preference](#)
[Delete Associates/Paralegal](#)
[Return To LOEN Filings](#)
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Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677).

**LIMITED OFFERING EXEMPTION NOTICE
CORPORATIONS CODE SECTION 25102(f)**

Issuer's Information

Date of Notice: 10/27/2003

Name:	Example Issuer Fund, LLC
Entity Type:	Limited Liability Company
Issuer's State or Country/Province of Formation:	Delaware

Street Address:	Mailing Address:
Address: 555 Any Street Any City, DE 24455, USA	Address: 555 Any Street Any City, DE 24455, USA
Phone #: (555) 555-5555, Ext. 1234	Phone #: (555) 555-5555, Ext. 1234

* Securities * Franchises * Off-Exchange Commodities * Investment and Financial Services *
* Independent Escrows * Consumer and Commercial Finance Lending * Residential Mortgage Lending *

[Back to Top of Page](#)

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Done Internet

The details are automatically populated from the “Add Clients” task performed.

Next, you’ll be asked to complete the security information detail for the LOEN.

Check all options that apply for Name or Title of Securities being sold. Select one Federal Filing Type if it is applicable.

LOEN User Guide for Issuer's Representative

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Back Search Favorites History Links Dogpile LexisNexis CIS Login SRDLE Google CRD

Address https://web.corp.ca.gov/loenapp/LoenController

California Home Monday, October 27, 2003

Welcome to California

[Change Password](#)
[Change PIN](#)
[Change Profile Name](#)
[Change Credit Card](#)
[Add Clients](#)
[Search Clients](#)
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[Change Personal Details](#)
[Change Email](#)
[Change Street Address](#)
[Change Consent to Service of Process Preference](#)
[Delete Associates/Paralegal](#)
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[Accounting Report](#)
[Logout](#)

Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677).

LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102(f)

Securities and Filing Types

Date of Notice: 10/27/2003

*** Name or Title of Securities being Sold (Check all that apply)**

<input type="checkbox"/> Beneficial Interest Issued in Connection with an Employee Benefit Plan	<input type="checkbox"/> Bond
<input type="checkbox"/> Certificate of Deposit for a Security	<input type="checkbox"/> Certificate of Interest or Participation - Any Profit-sharing Agreement
<input type="checkbox"/> Collateral Trust Certificate	<input type="checkbox"/> Debenture
<input type="checkbox"/> Employee Options	<input type="checkbox"/> Evidence of Indebtedness
<input type="checkbox"/> Interest - Limited Liability Company	<input type="checkbox"/> Interest - Limited Liability Partnership (Professional)
<input type="checkbox"/> Interest - Limited Partnership	<input type="checkbox"/> Investment Contract
<input type="checkbox"/> Membership-Association	<input type="checkbox"/> Not Elsewhere Classified
<input type="checkbox"/> Note	<input type="checkbox"/> Preorganization Certificate or Subscription
<input type="checkbox"/> Stock - Common	<input type="checkbox"/> Stock - Preferred
<input type="checkbox"/> Viatical/Life Settlement Contract	<input type="checkbox"/> Voting Trust Certificate
<input type="checkbox"/> Warrant or Right to Subscribe to or Purchase any Security	

Additional Financial Detail (Optional)

Done

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Back Search Favorites History Links Dogpile LexisNexis CIS Login SRDLE Google CRD

Address https://web.corp.ca.gov/loenapp/LoenController

[Delete Associates/Paralegal](#)
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Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677).

<input type="checkbox"/> Employee Options	<input type="checkbox"/> Evidence of Indebtedness
<input type="checkbox"/> Interest - Limited Liability Company	<input type="checkbox"/> Interest - Limited Liability Partnership (Professional)
<input type="checkbox"/> Interest - Limited Partnership	<input type="checkbox"/> Investment Contract
<input type="checkbox"/> Membership-Association	<input type="checkbox"/> Not Elsewhere Classified
<input type="checkbox"/> Note	<input type="checkbox"/> Preorganization Certificate or Subscription
<input type="checkbox"/> Stock - Common	<input type="checkbox"/> Stock - Preferred
<input type="checkbox"/> Viatical/Life Settlement Contract	<input type="checkbox"/> Voting Trust Certificate
<input type="checkbox"/> Warrant or Right to Subscribe to or Purchase any Security	

Additional Financial Detail (Optional)

*** Federal Exemption or Filing Under Securities Act of 1933**

<input type="radio"/> None	<input type="radio"/> Other
<input type="radio"/> Registration	<input type="radio"/> Rule 504 (Regulation D - Sales of Securities not Exceeding \$1,000,000)
<input type="radio"/> Rule 505 (Regulation D - Less than \$5,000,000 and 35 or fewer purchasers)	<input type="radio"/> Section 3(b) (Regulation A - Aggregate Offering not exceeding \$5,000,000)
<input type="radio"/> Section 4(2) (No public offering)	<input type="radio"/> Section 4(6) (Accredited investors, offering not exceeding \$5,000,000)
<input type="radio"/> Unknown	

* = required fields

* Securities * Franchises * Off-Exchange Commodities * Investment and Financial Services *
* Independent Escrows * Consumer and Commercial Finance Lending * Residential Mortgage Lending *

[Back to Top of Page](#)

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Done

LOEN User Guide for Issuer's Representative

Check all options that apply for Name or Title of Securities being sold. Select one Federal Filing Type if it is applicable. Click 'Continue' at the bottom of the page. If you go back and "edit" the document, please review the check boxes carefully. After clicking "Continue", the following screen will display:

California Home Monday, October 27, 2003

Welcome to **California** HOLLYWOOD

[Change Password](#)
[Change PIN](#)
[Change Profile Name](#)
[Change Credit Card](#)
[Add Clients](#)
[Search Clients](#)
[Delete Clients](#)
[Change Personal Details](#)
[Change Email](#)
[Change Street Address](#)
[Change Consent to Service of Process Preference](#)
[Delete Associates/Paralegal](#)
[Return To LOEN Filings](#)
[Accounting Report](#)
[Logout](#)

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LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102(f)

Total Value of Offering and Filing Fee

Date of Notice: 10/27/2003

Date of First Sale of Security (e.g. 12/03/2003)

Provide the total value of securities sold or proposed to be sold in the transaction, including the securities sold or proposed to be sold outside of California. The total value of the transaction determines the amount of the fee.

	California	Total Offering (Including California)
* Proposed Price of Securities (In Dollars \$)	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Non-cash Consideration (In Dollars \$)	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Total Value of Transaction	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>
Amount to Pay(\$): <input type="text" value="0.00"/>		
<input type="button" value="Continue"/>		

After completing this page, a preview of the data entered will display and you will be asked to agree to certain terms.

LOEN User Guide for Issuer's Representative

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Back Search Favorites History Links Dogpile LexisNexis CIS Login SRDLE Google CRD

Address https://web.corp.ca.gov/loenapp/loenController

California Home Monday, October 27, 2003

Welcome to California

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[Search Clients](#)
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[Logout](#)

Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677).

LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102(f)

Appointment of California Corporations Commissioner as Process Agent

Date of Notice: 10/27/2003

Contact for Receiving Notice of Service and Copy of Process

	Test Law Firm
Attn: Mrs. Smith	
Test Address City, CA 95688, USA	

(111) 111-1111

CONSENT TO SERVICE OF PROCESS UPON THE CALIFORNIA CORPORATIONS COMMISSIONER

TO THE CALIFORNIA CORPORATIONS COMMISSIONER OF THE STATE OF CALIFORNIA :

Example Issuer Fund, LLC , a Limited Liability Company ,organized under the laws of Delaware, does hereby irrevocably appoint the California Corporations Commissioner of the State of California, or the Commissioner's successor in office, to be its attorney to receive service of any lawful process in any noncriminal suit, action or proceeding against it, or its successor, executor, or administrator which arises under the California Corporate Securities Law of 1968 or any rule or order thereunder after this consent has been filed, with the same force and validity as if served personally on Example Issuer Fund, LLC.

For the purpose of compliance with the Corporations Code of the State of California, notice of the service and a copy of the process should be sent by registered or certified mail to Test Law Firm at the following address:

Name: Test Law Firm

Logout

Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677).

CONSENT TO SERVICE OF PROCESS UPON THE CALIFORNIA CORPORATIONS COMMISSIONER

TO THE CALIFORNIA CORPORATIONS COMMISSIONER OF THE STATE OF CALIFORNIA :

Example Issuer Fund, LLC , a Limited Liability Company ,organized under the laws of Delaware, does hereby irrevocably appoint the California Corporations Commissioner of the State of California, or the Commissioner's successor in office, to be its attorney to receive service of any lawful process in any noncriminal suit, action or proceeding against it, or its successor, executor, or administrator which arises under the California Corporate Securities Law of 1968 or any rule or order thereunder after this consent has been filed, with the same force and validity as if served personally on Example Issuer Fund, LLC.

For the purpose of compliance with the Corporations Code of the State of California, notice of the service and a copy of the process should be sent by registered or certified mail to Test Law Firm at the following address:

Name: Test Law Firm
Attn: Mrs. Smith
Test Address
City,
CA 95688,
USA
Date: 10/27/2003

☐ I HAVE READ AND AGREED TO THE ABOVE.

I REPRESENT THAT I am submitting this limited offering exemption notice filing on behalf of, and with the authority of, Example Issuer Fund, LLC , and that all representations made herein are current, true, and complete. I further represent that I have authority to irrevocably appoint the California Corporations Commissioner of the State of California as the agent of Example Issuer Fund, LLC to receive service of process.

☐ I HAVE READ AND AGREED TO THE ABOVE.

Continue

* Securities * Franchises * Off-Exchange Commodities * Investment and Financial Services *
* Independent Escrows * Consumer and Commercial Finance Lending * Residential Mortgage Lending *

[Back to Top of Page](#)

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LOEN User Guide for Issuer's Representative

After agreeing and selecting “Continue”, a preview of the complete filing will display. At the end, you will be prompted to print the filing for your records. Upon paying for the filing, the data will be submitted to Corporations and populate the public version of the LOEN filing form (without signature line). Upon completion of review by Corporations, the LOEN will be available at www.corp.ca.gov for public access.

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Back Search Favorites History Links Dogpile LexisNexis CIS Login SRDLE Google CRD

Address <https://web.corp.ca.gov/loenapp/LoenController>

California Home Monday, October 27, 2003

Welcome to **California** HOLLYWOOD

[Change Password](#)
[Change PIN](#)
[Change Profile Name](#)
[Change Credit Card](#)
[Add Clients](#)
[Search Clients](#)
[Delete Clients](#)
[Change Personal Details](#)
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[Change Consent to Service of Process Preference](#)
[Delete Associates/Paralegal](#)
[Return To LOEN Filings](#)
[Accounting Report](#)
[Logout](#)

Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677).

LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102 (f)

Section 25102(f) Filing

Date of Notice: 10/27/2003

Name:	Example Issuer Fund, LLC
Entity Type:	Limited Liability Company
Issuer's State or Country/Province of Formation:	Delaware

Street Address

Address: 555 Any Street
Any City,
DE 24455,
USA

Phone: (555) 555-5555, Ext. 1234

Mailing Address:

Address: 555 Any Street
Any City,
DE 24455,
USA

Done Internet

LOEN User Guide for Issuer's Representative

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

Address: <https://web.corp.ca.gov/loenapp/LoenController>

Phone: (555) 555-5555, Ext. 1234

Contact for Receiving Notice of Service and Copy of Process

Name: Test Law Firm

Attn: Mrs. Smith

Test Address
City,
CA 95688,
USA

Email Address:
(111) 111-1111

Name or Title of Securities being Sold

☒ Employee Options ☒ Stock - Preferred

Additional Financial Detail (Optional)

Federal Exemption or Filing Under Securities Act of 1933

☒ Section 4(2) (No public offering)

Date of First Sale of Security

Provide the total value of securities sold or proposed to be sold in the transaction, including the securities sold or proposed to be sold outside of California. The total value of the transaction determines the amount of the fee.

	California	Total Offering (Including California)
Proposed Price of Securities (In Dollars \$)	\$50,000.00	\$50,000.00
Total Dollar (\$) Non-cash Consideration (In Dollars \$)	\$00.00	\$00.00
Total Value of Transaction	\$50,000.00	\$50,000.00

Amount to Pay(\$): \$35.00

CONSENT TO SERVICE OF PROCESS UPON THE CALIFORNIA CORPORATIONS COMMISSIONER

TO THE CALIFORNIA CORPORATIONS COMMISSIONER OF THE STATE OF CALIFORNIA :

Example Issuer Fund, LLC , a Limited Liability Company ,organized under the laws of Delaware, does hereby irrevocably appoint the California Corporations Commissioner of the State of California, or the Commissioner's successor in office, to be its attorney to receive service of any lawful process in any noncriminal suit, action or proceeding against it, or its successor, executor, or administrator which arises under the California Corporate Securities Law of 1968 or any rule or order thereunder after this consent has been filed, with the same force and validity as if served personally on Example Issuer Fund, LLC.

For the purpose of compliance with the Corporations Code of the State of California, notice of the service and a copy of the process should be sent by registered or certified mail to Test Law Firm at the following address:

Name: Test Law Firm
Attn: Mrs. Smith
Test Address
City,
CA 95688,
USA

LOEN User Guide for Issuer's Representative

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Back Search Favorites History Links Dogpile LexisNexis CIS Login SRDLE Google CRD

Address <https://web.corp.ca.gov/loenapp/LoenController>

For the purpose of compliance with the Corporations Code of the State of California, notice of the service and a copy of the process should be sent by registered or certified mail to Test Law Firm at the following address:

Name: Test Law Firm
Attn: Mrs. Smith
Test Address
City,
CA 95688,
USA
Date: 10/27/2003

☒
I HAVE READ AND AGREED TO THE ABOVE.

I REPRESENT THAT I am submitting this limited offering exemption notice filing on behalf of, and with the authority of, Example Issuer Fund, LLC, and that all representations made herein are current, true, and complete. I further represent that I have authority to irrevocably appoint the California Corporations Commissioner of the State of California as the agent of Example Issuer Fund, LLC to receive service of process.

☒
I HAVE READ AND AGREED TO THE ABOVE.

* Securities * Franchises * Off-Exchange Commodities * Investment and Financial Services *
* Independent Escrows * Consumer and Commercial Finance Lending * Residential Mortgage Lending *

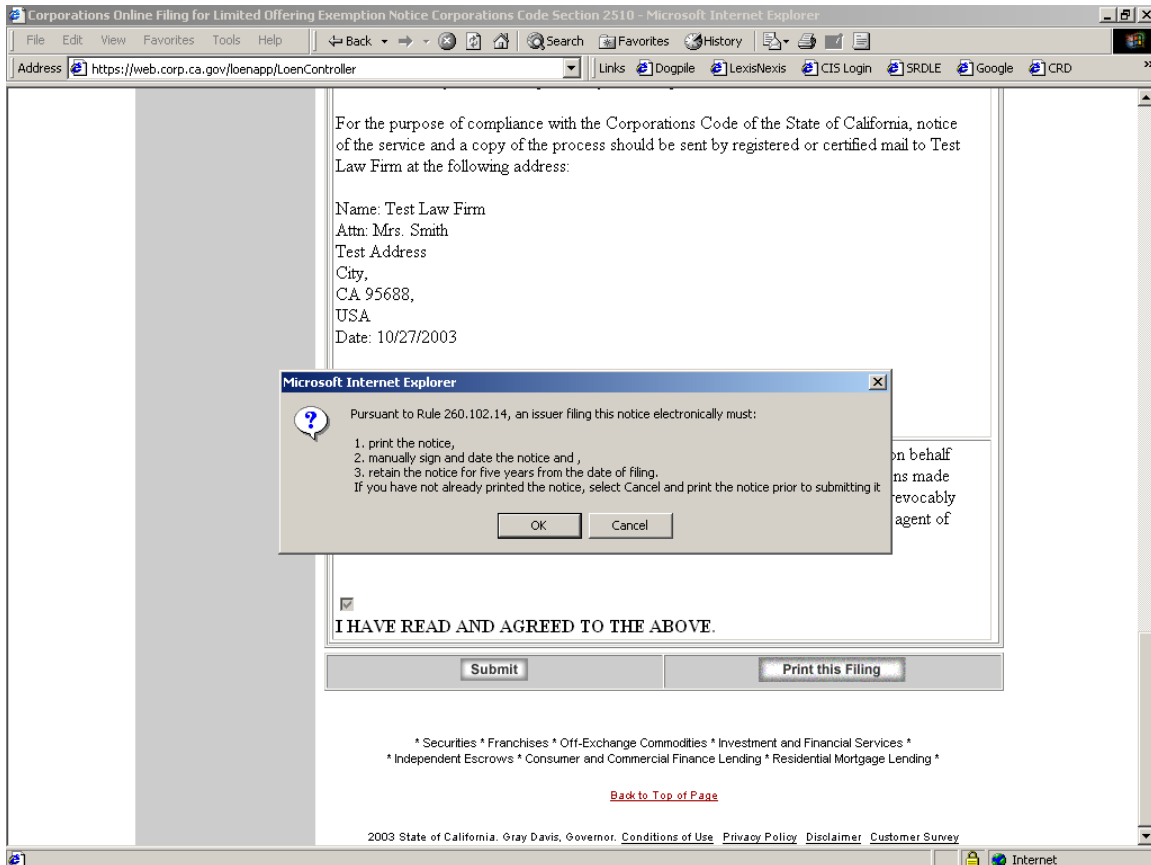
[Back to Top of Page](#)

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Done Internet

LOEN User Guide for Issuer's Representative

Upon completing the form you will be given the option to “Submit” or “Print”. You must print, sign and date the filing and retain on file for five (5) years from the date of filing. If you hit “Submit,” the following window will appear:



If you have already printed the filing, press OK and you will see the following screen:

LOEN User Guide for Issuer's Representative

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Back Forward Stop Reload Search Favorites History Print

Address <https://web.corp.ca.gov/loenapp/LoenController> Links Dogpile LexisNexis CIS Login SRDLE Google CRD

California Home Monday, October 27, 2003

Welcome to **California** HOLLYWOOD

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Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677).

**LIMITED OFFERING EXEMPTION NOTICE
CORPORATIONS CODE SECTION 25102(f)**

Submit Notice and Pay Fee

Would you like to submit your notice filing and pay the required fee right now? (If you select "no," your entries will be saved and you may return later to complete the filing and pay the required fee. The date of the filing will change to reflect the date of submission.)

☐ Yes
☐ No

* Securities * Franchises * Off-Exchange Commodities * Investment and Financial Services *
* Independent Escrows * Consumer and Commercial Finance Lending * Residential Mortgage Lending *

[Back to Top of Page](#)

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Done Internet

LOEN User Guide for Issuer's Representative

If you choose to pay later, you should see following page when either logging in to the LOEN Online Filing System. If you do not receive this page upon logging in, then you do not have any pending filings.



This page displays the filings created in the LOEN database but not yet filed and paid.

If you want to push the filing to Corporations, you will have to pay for the filing. Otherwise, the filing will only be accessible in the LOEN online filing system as a pending document.

1.4 LOEN Filing – Rule 260.103

All fields marked with red asterisk are mandatory. Also, a lot of information is already populated on the form from the profile of the person who logged in. If any of the information, that is pre-populated, needs to be changed, you can change it in profile management.

The applicable data is as follows:

- **Name or Title of Securities being Sold** - (Check all that apply)
- **Additional Financial Detail (Optional)** – This is an optional field that allows for an additional description of the securities sold in the transaction. The information submitted will appear on the form. This is for information that might otherwise have been included on the transmittal letters submitted with the LOEN.
- **Federal Exemption or Filing Under Securities Act of 1933 (if applicable)** – This is mandatory. If it does not apply, choose “None”.
- **Date of First Sale of Security** - This is an optional field to enter the date when the issuer offered the securities. Enter a valid date in the format as displayed or leave it blank.
- **Authorized Signatory Title** – Check this box to indicate that you are authorized to file the chosen form
- **Consent to Service of Process** – This checklist item will NOT appear if the entity type is Corporation and State of Jurisdiction is California.

Fee amount is pre-populated by system, which is currently \$25.

LOEN User Guide for Issuer's Representative

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

Address <https://web.corp.ca.gov/loenapp/LoenController>

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**LIMITED OFFERING EXEMPTION NOTICE
CORPORATIONS CODE SECTION 25102(f)**

Select Type of Filing

* Select the Type of Filing

☐ Section 25102(f)

☐ Rule 260.103

* = required fields

Helpful Resources

Click the following links for Section 25102(f) information

[Corporations Code Section 25102\(f\)](#)

[10 CCR section 260.102.12 \(Limited Offering Exemption Interpretations\)](#)

[10 CCR section 260.102.13 \(Limited Offering Exemption Excluded Purchases\)](#)

[10 CCR section 260.102.14 \(Limited Offering Exemption Notice Of Transaction\)](#)

[Release No. 67-C \(Limited Offering Exemption Corporations Code Section 25102\(f\)\)](#)

[Release No. 115C \(Commissioner Reduces Certain Notice Filing Fees for Businesses Under the Corporate Securities Law of 1968\)](#)

Click the following links for Rule 260.103 information

Change Password

Change PIN

Change Profile Name

Change Credit Card

Add Clients

Search Clients

Delete Clients

Change Personal Details

Change Email

Change Street Address

Change Consent to Service of Process Preference

Delete Associates/Paralegal

Return To LOEN Filings

Accounting Report

Logout

Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677).

After choosing the radio button for the form for Rule 260.103, you will see following page:

LOEN User Guide for Issuer's Representative

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://web.corp.ca.gov/loenapp/LoenController>

Links Dogpile LexisNexis CIS Login SRDLE Google CRD

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[Delete Associates/Paralegal](#)
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Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677).

LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102(f)

Issuer's Information

Date of Notice: 10/27/2003

Name:	Example Issuer Fund, LLC
Entity Type:	Limited Liability Company
Issuer's State or Country/Province of Formation:	Delaware

Street Address:	Mailing Address:
Address: 555 Any Street Any City, DE 24455, USA	Address: 555 Any Street Any City, DE 24455, USA
Phone#: (555) 555-5555, Ext. 1234	Phone#: (555) 555-5555, Ext. 1234

* Securities * Franchises * Off-Exchange Commodities * Investment and Financial Services *
* Independent Escrows * Consumer and Commercial Finance Lending * Residential Mortgage Lending *

[Back to Top of Page](#)

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Done Internet

You don't need to enter any information on this page as all fields are pre-populated from the "Add Client" Setup. Click 'Continue' button at the bottom of the page.

You should see following page:

LOEN User Guide for Issuer's Representative

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://web.corp.ca.gov/loenapp/LoenController>

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[Change Consent to Service of Process Preference](#)
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Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677).

LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102(f)

Securities and Filing Types

Date of Notice: 10/27/2003

*** Name or Title of Securities being Sold (Check all that apply)**

<input type="checkbox"/> Beneficial Interest Issued in Connection with an Employee Benefit Plan	<input type="checkbox"/> Bond
<input type="checkbox"/> Certificate of Deposit for a Security	<input type="checkbox"/> Certificate of Interest or Participation - Any Profit-sharing Agreement
<input type="checkbox"/> Collateral Trust Certificate	<input type="checkbox"/> Debenture
<input type="checkbox"/> Employee Options	<input type="checkbox"/> Evidence of Indebtedness
<input type="checkbox"/> Interest - Limited Liability Company	<input type="checkbox"/> Interest - Limited Liability Partnership (Professional)
<input type="checkbox"/> Interest - Limited Partnership	<input type="checkbox"/> Investment Contract
<input type="checkbox"/> Membership-Association	<input type="checkbox"/> Not Elsewhere Classified
<input type="checkbox"/> Note	<input type="checkbox"/> Preorganization Certificate or Subscription
<input type="checkbox"/> Stock - Common	<input type="checkbox"/> Stock - Preferred
<input type="checkbox"/> Viatical/Life Settlement Contract	<input type="checkbox"/> Voting Trust Certificate
<input type="checkbox"/> Warrant or Right to Subscribe to or Purchase any Security	

Additional Financial Detail (Optional)

Done Internet

LOEN User Guide for Issuer's Representative

Preference

[Delete Associates/Paralegal](#)
[Return To LOEN Filings](#)
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Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677).

☐ Employee Options
☐ Interest - Limited Liability Company
☐ Interest - Limited Partnership
☐ Membership-Association
☐ Note
☐ Stock - Common
☐ Viatical/Life Settlement Contract
☐ Warrant or Right to Subscribe to or Purchase any Security

☐ Evidence of Inadequacy
☐ Interest - Limited Liability Partnership (Professional)
☐ Investment Contract
☐ Not Elsewhere Classified
☐ Preorganization Certificate or Subscription
☐ Stock - Preferred
☐ Voting Trust Certificate

Additional Financial Detail (Optional)

*** Federal Exemption or Filing Under Securities Act of 1933**

☐ None
☐ Registration
☐ Rule 505 (Regulation D - Less than \$5,000,000 and 35 or fewer purchasers)
☐ Section 4(2) (No public offering)
☐ Unknown

☐ Other
☐ Rule 504 (Regulation D - Sales of Securities not Exceeding \$1,000,000)
☐ Section 3(b) (Regulation A - Aggregate Offering not exceeding \$5,000,000)
☐ Section 4(6) (Accredited investors, offering not exceeding \$5,000,000)

* = required fields

* Securities * Franchises * Off-Exchange Commodities * Investment and Financial Services *
* Independent Escrows * Consumer and Commercial Finance Lending * Residential Mortgage Lending *

[Back to Top of Page](#)

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Check all options that apply for Name or Title of Securities being sold. Select one Federal Filing Type if it is applicable. Click 'Continue' at the bottom of the page. If you go back and "edit" the document, please review the check boxes carefully. After clicking "Continue", the following screen will display:

LOEN User Guide for Issuer's Representative

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

File Edit View Favorites Tools Help Back Forward Stop Search Favorites History Links Dogpile LexisNexis CIS Login SRDLE Google CRD

Address https://web.corp.ca.gov/loenapp/LoenController

California Home Monday, October 27, 2003

Welcome to California HOLLYWOOD

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Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677).

**LIMITED OFFERING EXEMPTION NOTICE
CORPORATIONS CODE SECTION 25102(f)**

Filing Fee

Date of Notice: 10/27/2003

Date of First Sale of Security (e.g 12/03/2003)

Amount to Pay(\$): \$25.00

* Securities * Franchises * Off-Exchange Commodities * Investment and Financial Services *
* Independent Escrows * Consumer and Commercial Finance Lending * Residential Mortgage Lending *

[Back to Top of Page](#)

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Enter Securities Sale Date if applicable. The fee amount is pre-populated by the system for Rule 260.103. Click 'Click here to pay' button for making a payment. You can also click 'Continue' without making a payment, in which case, you may come back later to make a payment.

You should see following page if you clicked 'Continue' button.

LOEN User Guide for Issuer's Representative

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://web.corp.ca.gov/loenapp/LoenController>

Links Dogpile LexisNexis CIS Login SRDLE Google CRD

California Home Monday, October 27, 2003

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[Change Street Address](#)
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[Delete Associates/Paralegal](#)
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Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677).

LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102(f)

Appointment of California Corporations Commissioner as Process Agent

Date of Notice: 10/27/2003

Contact for Receiving Notice of Service and Copy of Process

	Test Law Firm
	Attn: Mrs. Smith
	Test Address City, CA 95688, USA

(111) 111-1111

CONSENT TO SERVICE OF PROCESS UPON THE CALIFORNIA CORPORATIONS COMMISSIONER

TO THE CALIFORNIA CORPORATIONS COMMISSIONER OF THE STATE OF CALIFORNIA :

Example Issuer Fund, LLC , a Limited Liability Company ,organized under the laws of Delaware, does hereby irrevocably appoint the California Corporations Commissioner of the State of California, or the Commissioner's successor in office, to be its attorney to receive service of any lawful process in any noncriminal suit, action or proceeding against it, or its successor, executor, or administrator which arises under the California Corporate Securities Law of 1968 or any rule or order thereunder after this consent has been filed, with the same force and validity as if served personally on Example Issuer Fund, LLC.

For the purpose of compliance with the Corporations Code of the State of California, notice of the service and a copy of the process should be sent by registered or certified mail to Test Law Firm at the following address:

Done Internet

LOEN User Guide for Issuer's Representative

The screenshot shows a web browser window titled "Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer". The address bar shows "https://web.corp.ca.gov/loenapp/LoenController". The page content is titled "CONSENT TO SERVICE OF PROCESS UPON THE CALIFORNIA CORPORATIONS COMMISSIONER". It contains a "Contact the Webmaster" sidebar, a main text area with a consent statement and contact information for "Test Law Firm", and two checkboxes for "I HAVE READ AND AGREED TO THE ABOVE.". A "Continue" button is at the bottom of the form. Below the form, there are links for "Back to Top of Page" and a footer with "2003 State of California" and various policy links.

Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677).

CONSENT TO SERVICE OF PROCESS UPON THE CALIFORNIA CORPORATIONS COMMISSIONER

TO THE CALIFORNIA CORPORATIONS COMMISSIONER OF THE STATE OF CALIFORNIA :

Example Issuer Fund, LLC , a Limited Liability Company ,organized under the laws of Delaware, does hereby irrevocably appoint the California Corporations Commissioner of the State of California, or the Commissioner's successor in office, to be its attorney to receive service of any lawful process in any noncriminal suit, action or proceeding against it, or its successor, executor, or administrator which arises under the California Corporate Securities Law of 1968 or any rule or order thereunder after this consent has been filed, with the same force and validity as if served personally on Example Issuer Fund, LLC.

For the purpose of compliance with the Corporations Code of the State of California, notice of the service and a copy of the process should be sent by registered or certified mail to Test Law Firm at the following address:

Name: Test Law Firm
Attn: Mrs. Smith
Test Address
City,
CA 95688,
USA
Date: 10/27/2003

☐ **I HAVE READ AND AGREED TO THE ABOVE.**

I REPRESENT THAT I am submitting this limited offering exemption notice filing on behalf of, and with the authority of, Example Issuer Fund, LLC , and that all representations made herein are current, true, and complete. I further represent that I have authority to irrevocably appoint the California Corporations Commissioner of the State of California as the agent of Example Issuer Fund, LLC to receive service of process.

☐ **I HAVE READ AND AGREED TO THE ABOVE.**

[Continue](#)

* Securities * Franchises * Off-Exchange Commodities * Investment and Financial Services *
* Independent Escrows * Consumer and Commercial Finance Lending * Residential Mortgage Lending *

[Back to Top of Page](#)

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Above page shows 'Consent to Service of Process' information from your profile. Scroll thru towards the bottom of this page for the checklist items.

The check box items presented above are mandatory. After checking the items, click 'Save' button. You should see a preview of the complete filing.

At the end, you will be prompted to print the filing for your records. Upon paying for the filing, the data will be submitted to Corporations and populate the public version of the LOEN filing form (without signature line). Upon completion of review by Corporations, the LOEN will be available at www.corp.ca.gov for public access.

After selecting the 'Submit' button, the following screen will display:

LOEN User Guide for Issuer's Representative

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://web.corp.ca.gov/loenapp/LoenController>

Links Dogpile LexisNexis CIS Login SRDLE Google CRD

California Home Monday, October 27, 2003

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Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677).

**LIMITED OFFERING EXEMPTION NOTICE
CORPORATIONS CODE SECTION 25102(f)**

Submit Notice and Pay Fee

Would you like to submit your notice filing and pay the required fee right now? (If you select "no," your entries will be saved and you may return later to complete the filing and pay the required fee. The date of the filing will Change to reflect the date of submission.)

☐ Yes

☐ No

* Securities * Franchises * Off-Exchange Commodities * Investment and Financial Services *
* Independent Escrows * Consumer and Commercial Finance Lending * Residential Mortgage Lending *

[Back to Top of Page](#)

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Done Internet

Note: Please refer to Credit Card test case in the next section for 'Yes, I would like to pay now' option functionality.

If you want to push the filing to Corporations, you will have to pay for the filing. Otherwise, the filing will only be accessible in the LOEN online filing application as a pending document.

If you choose to pay later, you should see following page:

LOEN User Guide for Issuer's Representative

California Home Monday, October 27, 2003

Welcome to **California**

**LIMITED OFFERING EXEMPTION NOTICE
CORPORATIONS CODE SECTION 25102(f)**

Pending Filings

Issuer Name	Total Offering Amount(\$)	Creation Date	Filing Type			
Example Issuer Fund, LLC	Not Applicable	2003-10-27	Rule 260.103	Edit	Delete	File and Pay Now
Example Issuer Fund, LLC	\$50,000.00	2003-10-27	25102(f)	Edit	Delete	File and Pay Now

[New Filing](#)

[Change Password](#)
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[Change Credit Card](#)
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[Search Clients](#)
[Delete Clients](#)
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Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677).

* Securities * Franchises * Off-Exchange Commodities * Investment and Financial Services *
* Independent Escrows * Consumer and Commercial Finance Lending * Residential Mortgage Lending *

[Back to Top of Page](#)

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The links on the left change your profile information, not the Client Details. If you wish to change the client details, please call the Department of Corporations and the change will be done for you or you may be requested to file by paper. This change functionality could be an enhancement in the future based on need.

1.5 Credit Card Transaction

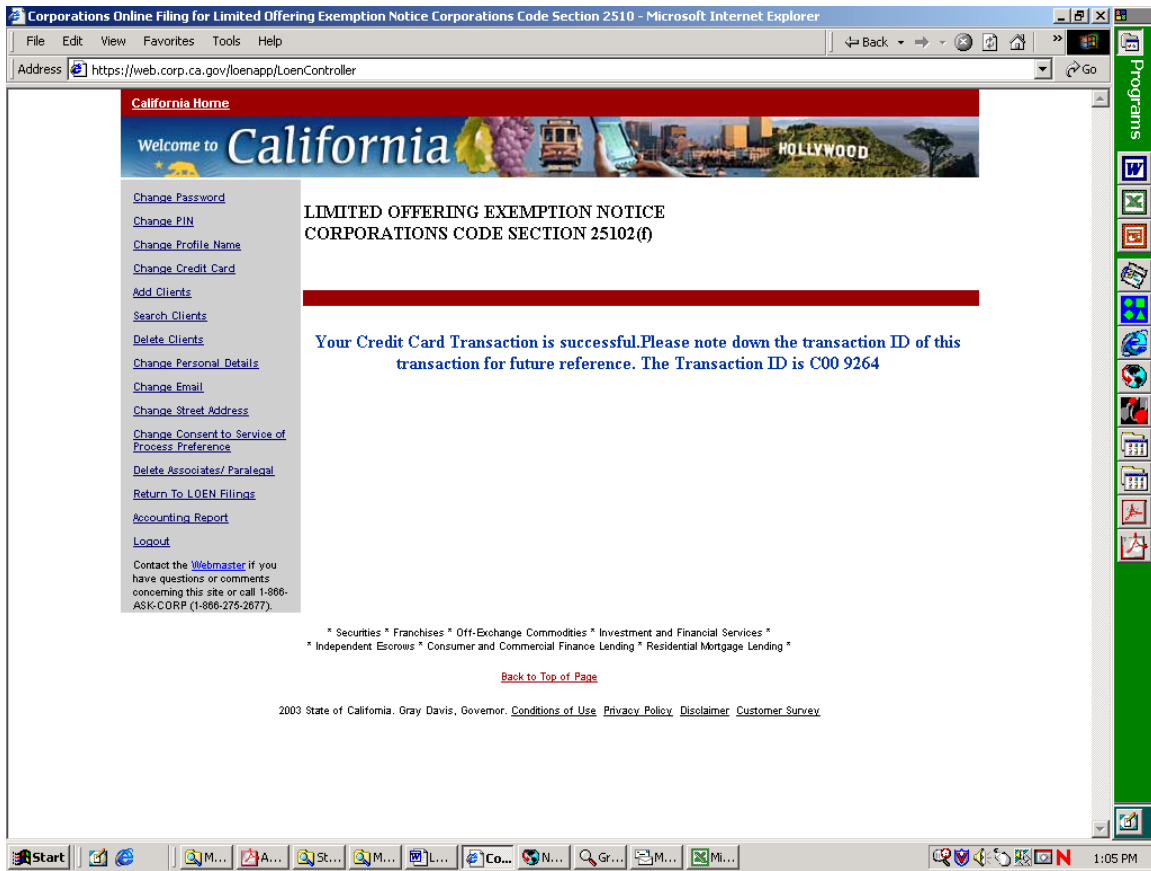
You will get this screen upon selecting the 'File and Pay Now' button for pending filings for 25102(f) or 260.103.

The screenshot shows a web browser window titled "Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer". The address bar shows the URL: <https://web.corp.ca.gov/loenapp/LoenController>. The page features a "California Home" banner with the text "Welcome to California" and a "HOLLYWOOD" sign. On the left, there is a sidebar with various links: [Change Password](#), [Change PIN](#), [Change Profile Name](#), [Change Credit Card](#), [Add Clients](#), [Search Clients](#), [Delete Clients](#), [Change Personal Details](#), [Change Email](#), [Change Street Address](#), [Change Consent to Service of Process Preference](#), [Delete Associates/Paralegal](#), [Return To LOEH Filings](#), [Accounting Report](#), and [Logout](#). Below these links, it says "Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677)". The main content area is titled "LIMITED OFFERING EXEMPTION NOTICE CORPORATIONS CODE SECTION 25102(f)" and contains a red banner that says "Please input PIN number". Below this, there is a text input field labeled "Pin Number" with a red asterisk indicating it is a required field, and a "Submit" button. A gray bar at the bottom of the form area states "* = required fields". At the bottom of the page, there is a "Back to Top of Page" link and a footer with the text "2003 State of California. Gray Davis, Governor. Conditions of Use Privacy Policy Disclaimer Customer Survey".

Please enter the PIN Number for the firm. Click on 'Submit' button.

You should see the following page:

LOEN User Guide for Issuer's Representative



Congratulations, you have now successfully completed the LOEN and filed it on line with the Department of Corporations. Once reviewed by Corporations staff, the public version of the filing will be posted to the Corporation's website at www.corp.ca.gov for public viewing.

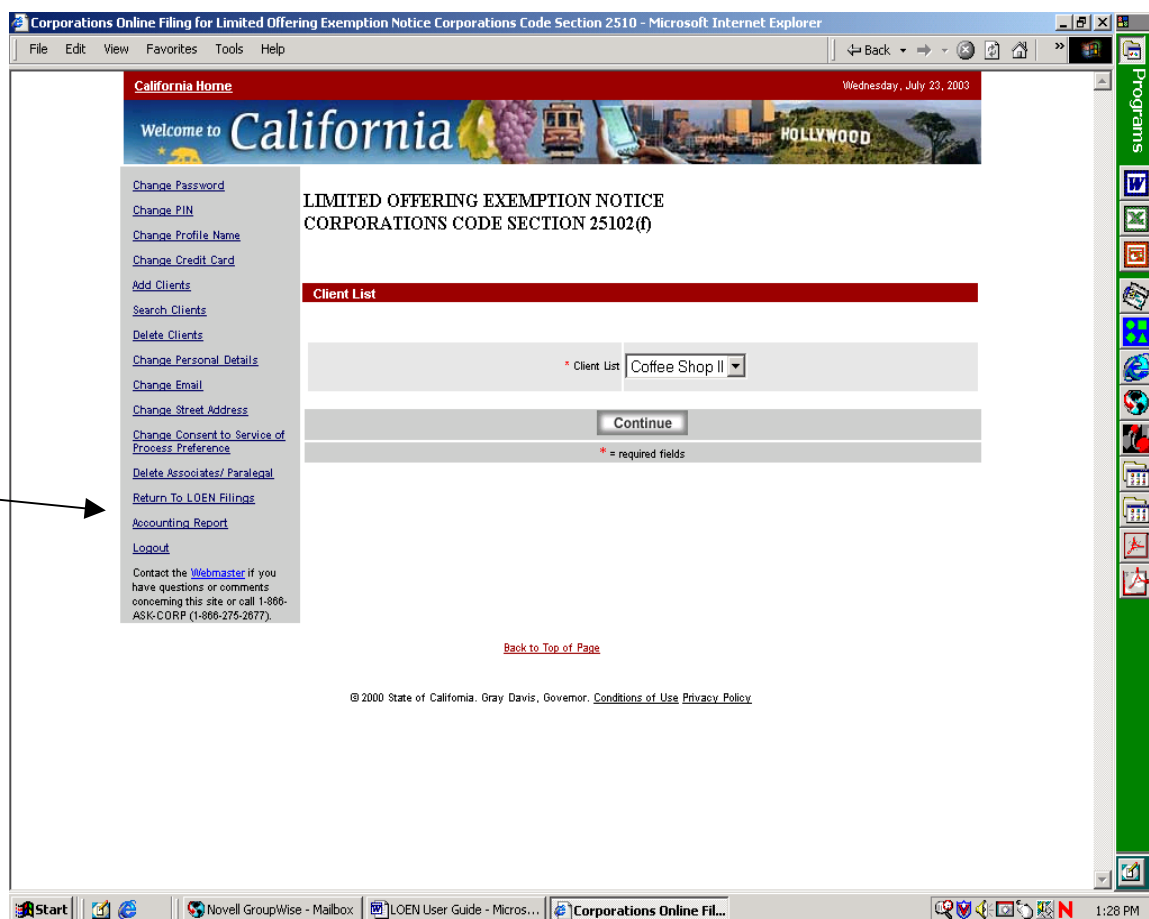
Using the Online Filing System for the LOEN will also allow your firm to access Accounting Reports, which summarize your transaction ID's for paid filings. These reports are available to the managers of the firm.

1.6 Accounting Reports and Other Features for the Manager

In order to access the Accounting Reports, you will need to have proper access rights as the manager of the firm.

Only one manager user name and password is allowed per firm.

After logging in as the manager of the firm, you may access the reports by clicking the link "Accounting Report".



LOEN User Guide for Issuer's Representative

Corporations Online Filing for Limited Offering Exemption Notice Corporations Code Section 2510 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

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[Return To LOEN Filings](#)
[Accounting Report](#)
[Logout](#)

Contact the [Webmaster](#) if you have questions or comments concerning this site or call 1-866-ASK-CORP (1-866-275-2677).

**LIMITED OFFERING EXEMPTION NOTICE
CORPORATIONS CODE SECTION 25102(f)**

Search Accounting Report

Please provide the search dates

* From Date (e.g 12/15/2002)

To Date (e.g 12/15/2002)

* = required fields

[Back to Top of Page](#)

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Start Novell GroupWise - Mailbox LOEN User Guide - Micros... Corporations Online Fil... 1:33 PM

Select the search dates. The following screen will display.

LOEN User Guide for Issuer's Representative

The staff that created the LOENs may file and pay the LOEN. This feature is for management tracking purposes only.

California Home Wednesday, July 23, 2003

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[Return To LOEN Filings](#)
[Accounting Report](#)
[Logout](#)

LIMITED OFFERING EXEMPTION NOTICE
CORPORATIONS CODE SECTION 25102(i)

Accounting Report

Issuer Name	Name of the Filer	Date of Filing	Fees Paid	Credit Card Transaction Id	Internal Client Billing Number
Coffee Shop II	Mrs Smith	2003-07-23	\$60.00		999-023
Coffee Shop II	Mrs Smith	2003-07-23	\$60.00		999-023
Coffee Shop II	Mrs Smith	2003-07-23	\$60.00		999-023

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Start | Novell GroupWise - Mailbox | LOEN User Guide - Micros... | Corporations Online Fil... | 1:34 PM

Other Features for the manager include:

Change Password – Changes the password used by the manager to log in to LOEN.

(Note: If you wish to change the User Name, please call the Department of Corporations' Help Desk at 1-866-ASK-CORP)

Change PIN – Changes the PIN number, which is used by the staff to prepare for the LOEN filings. Once the staff are ready to pay, they will again need to enter the PIN. It is advised to periodically change the PIN to prevent misuse (see "Delete Associate/Paralegal" below).

Change Profile Name – Changes the name that will be given to your staff and used by them to begin preparing the LOEN online.

Change Credit Card – Changes your firm's credit card information used to file the LOENs.

Add Clients – This is used by you or your staff to add clients to the system and file a LOEN.

Search Clients – Once a client has been set up, anyone in the firm may use the client in the Client List to file for that client.

Change Personal Details – This is used to change the manager's name or title.

Change Email – This is used to change the manager's e-mail.

Change Street Address – This is used to change the firm's street address.

Change Consent to Service of Process Preference – Allows manager to change the preferences for the contact and address to receive a copy of any lawsuits against the client served on the California Corporations Commissioner.

Delete Associate/Paralegal – Deleting an Associate/Paralegal removes the person from your summary of staff who have requested User IDs and Passwords. It does not restrict the person from filing for your law firm at a later date. It is advised to periodically change the PIN to prevent misuse.

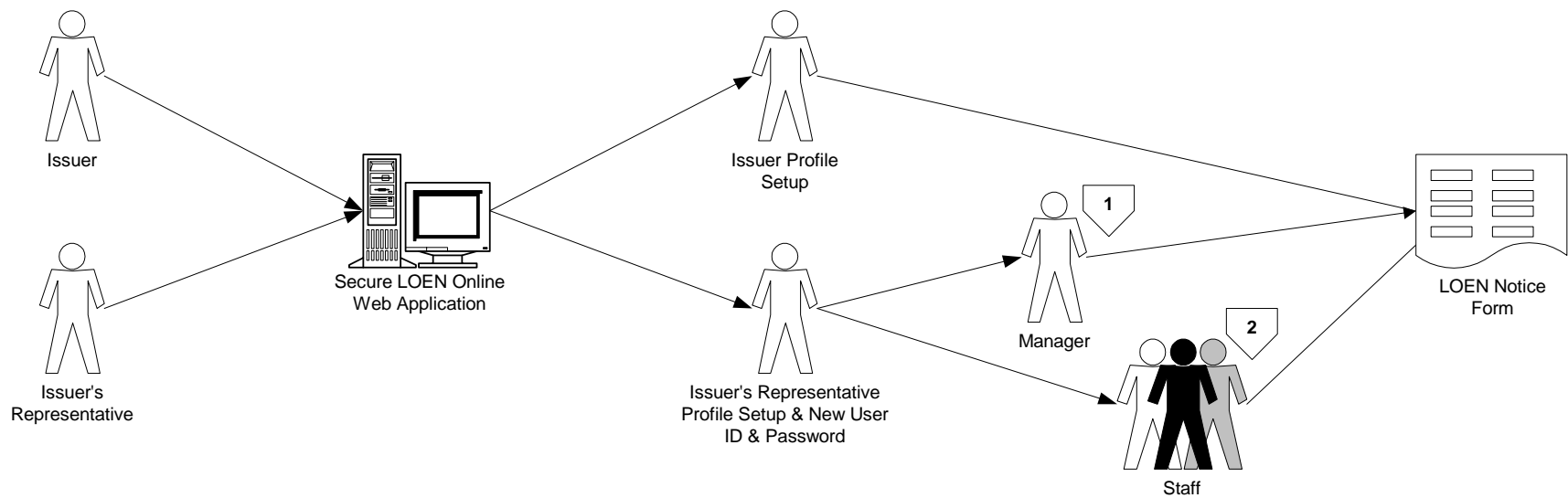
Return to LOEN filing – Returns the user to the Client List if no filings are pending. Returns the manager to the summary of pending items if applicable.

Accounting Report – Allows management to see the LOENs that have been filed by the firm. They include those in progress and pending within the law firm; and those filed and paid with the Department of Corporations. Once paid, the Accounting Report displays the transaction # from Intellipay.

Log Out – Logs user out of the system and returns to the Login Screen.

Thank you, for using the Department of Corporations' User Guide. If you have any questions or recommendations, please call us at 1-866-ASK-CORP (275-2677). The Department of Corporations Client Resource Center will be pleased to assist you.

1.7 Activity Diagram 1



1.8 Activity Diagram 2

